

***QUESTIONS  
AND  
ANSWERS  
ABOUT  
SORRT***

Montgomery  
County's  
Business  
Recycling  
Program



# JOIN *SORRT* !

Businesses and organizations are encouraged to join Montgomery County's SORRT (Smart Organizations Reduce and Recycle Tons) Program. An information network that promotes and supports business recycling, SORRT provides technical support, free informational materials, and invitations to seminars and workshops for its members. A free SORB T decal for display in your window or reception area is yours when you begin recycling.

SORRT also provides guidance on how to recycle office paper, cardboard and other materials; name and addresses of recycling haulers, product suppliers and consultants; referrals to other Montgomery County businesses who can share their experience with you, and much more.

**To join SORRT or learn more about business recycling, call Alan Pultyniewicz, Manager of Montgomery County's SORRT Program at (240) 777-6400.**

Montgomery County, Maryland  
Department of Public Works and  
Transportation  
Division of Solid Waste Services  
Monroe Street 6<sup>th</sup> floor  
Rockville Maryland 20850-2589  
[www.MCRecycles.org](http://www.MCRecycles.org)

Business recycling in Montgomery County, Maryland, became mandatory in March 1993 when the County Executive signed Executive Regulation 109-92 into law. The regulation, developed by Montgomery County's Division of Solid Waste Services, is the result of several years of research and planning, consultation with the business community, and public comment.

During the time the regulation was under development, many Montgomery County businesses and government facilities established successful, voluntary recycling programs. We now estimate that the business community currently recycles about 30% of its commercial waste, as a result of these efforts.

However, Montgomery County has set a goal of recycling 50% of all residential and commercial waste. To reach that goal, businesses must be more aggressive in their recycling efforts. The regulation is necessary to increase recycling participation and to stimulate the growth and development of recycling facilities and markets in the region that will make recycling services more readily available in the long term.

The following are answers to some commonly asked questions about the business recycling regulation.

Additional questions?  
Please call Alan Pultyniewicz,  
Manager of the County's  
**SORRT Program at (240)  
7776400.**



**Q. Which businesses are affected by the regulation?**

**A.** All businesses, whether enterprise, individual, corporation, partnership, or other entity or person, that maintain an office or place of business in Montgomery County, including non-profit organizations, institutions, and Federal, State, and County government facilities, are required to comply with the recycling regulation.

**Q. What does the regulation require?**

**A.** The regulation requires all businesses to recycle and a, annual report must be filed based on The business size Business size! Is oases union number of employees

## **ANNUAL REPORT REQUIREMENTS**

<b>BUSINESS SIZE NO. OF EMPLOYEES</b>	<b>ANNUAL REPORT DUE DATE</b>
<b>250 OR MORE ON-SITE EMPLOYEES</b>	<b>FEBRUARY 1ST</b>
<b>100 TO 249 ON-SITE EMPLOYEES</b>	<b>MARCH 1ST</b>
<b>FEWER THAN 100 ON-SITE EMPLOYEES</b>	<b>UPON REQUEST, FROM DIVISION OF SOLID WASTE SERVICES</b>

**Q. What materials must my business recycle?**

**A.** Businesses are required to recycle the following materials:

- Office paper
- Corrugated cardboard
- Newsprint
- Aluminum and bi-metal food and beverage cans
- Glass and plastic food and beverage containers
- Yard trimmings

Other materials that you can voluntarily recycle include:

- Plastic film such as plastic bags and shrink wrap
- Food waste
- Wood waste
- Batteries
- Motor oil/anti-freeze
- Construction and demolition debris
- Toner cartridges
- Telephone books
- Mixed Paper
- Pallets

The Montgomery County Business Recycling Regulation Handbook will provide you with a list of definitions for these recyclable materials.

**Q. How do I start a recycling program in my business?**

**A.** The Business Recycling Regulation Handbook provides guidance on setting up a program. It includes a list of all private or non-profit recycling companies (haulers and brokers) known to provide recycling service in the County. The handbook also provides guidance on negotiating with service providers, waste reduction techniques and buying recycled products. Or if you have a SORRT Information Packet, refer to the Recycling Companies list provided in the packet. You can also refer to the telephone directory under "Recycling" or 'Scarp'.

**Q. What reports are required?**

Initially, you are required to submit a Waste Reduction and Recycling Plan using a standard form provided by the division. You will then be required to submit an Annual Report summarizing quantities of materials recycled and disposed during the previous Calendar year. The format used for the Plan is very similar to the Annual Report, both are one-page forms.

**Q. What is the Waste Reduction and Recycling Plan?**

This plan identifies the materials you recycle, a description of your collection system, and the name of the recycling company responsible for recycling the materials you collect. This plan also requires you to identify any waste reduction or buying recycled efforts underway in your organization and serves as a vehicle for requesting an exemption, if one is needed.

**A.**

**Q. What is the role of non-residential commercial property owners or managers?**

**A.**

Property owners, consistent with County solid waste law and the recycling regulation, are required to make collection and storage of recyclables available to tenants. The responsibility for participating and reporting, however, falls to the individual business generating the waste material(s). Property managers may file an Annual Report for tenants in their buildings.

**Q. What if my business cannot recycle required materials?**

**A.**

Businesses for whom recycling a required material poses an extreme hardship may request a temporary exemption by indicating on their Plan and or Annual Report that an exemption is needed due to severe space limitations, non-existent markets or high cost. The Division will assess the hardship, conduct a site visit, provide guidance to address the barrier and, if necessary, furnish an Exemption Request form for your business to complete and return.

**Q. Are there fines associated with noncompliance?**

**A.**

Businesses in the County are subject to a Class B Violation which calls for a \$100 fine for the initial violation and a \$150 fine for repeated violations levied each day the violation persists. Businesses are subject to a violation of Executive Regulation 109-92 for:

- 1) not recycling the required material(s) or having a valid exemption and
- 2) not filing a Plan or Annual Report in compliance with the regulation.

**Q.**

**Will my business benefit from recycling or is it just one more burden imposed by the government?**

**A.**

If you currently dispose of large amounts of waste that can be recycled (such as office pacer or corrugated cardboard boxes), you may find that recycling will save you money. The waste service company that collects your trash passes along to you the costs' to dispose of the trash. If a recycling collector can avoid a disposal fee and recover some revenue from the recyclable commodity, the savings ought to be reflected in your service bill.

Even if you are a small company that leases property, recycling will help keep costs down for your building management company and than should help keep your costs down also.

But, most importantly, reducing and recycling waste in Montgomery County will make the county a better place to live and work – for this generation and generations to come, That's why we have set the long term goal of recycling 50% of all waste generated.